The Single Contact Repository (SING) is an Internet application supported and hosted by the State of Iowa | Information Technology and Departmetn of Public Safety | DCI that allows registered users to perform background checks on potential employees and volunteers.

- The SING web site is a secured site only registered users can access the information. Before a query can be done, they must sign on using a valid id and password.
- Searches will be done on Criminal History, Sex Offender Registry, and Child Abuse Registry
- Actual Database, not a copy

 What is used in a query to DCI's Criminal History database?

- When we search the Criminal History database we use Last name, First name, Date of Birth, Gender, and Social Security Number.
- Search is first done by SSN and if a possible match on that is found, then a request for a complete search is sent to DCI.

 If SSN is not matched, then Name, Date of Birth, Gender

is used to search again. Again, if a possible match is found, a request is generated and sent to DCI for a thorough search.

- What you get back from a complete DCI request is based on name and exact date of birth.
- Angell will address these later.

 What data records are included in the DCI database?

- Arrests and convictions dated back to 1932.
 These include:
 - Serious misdemeanors and above
 - Some simple misdemeanors
 - i.e. harassment and stalking
 - Domestic abuse assault
 - Drug charges as long as they were not a federal offense
 - Theft
 - Possession with intent to deliver controlled substances
 - Serious traffic charges such as OWI
 - lowa records only

- Not included:
 - Most simple misdemeanors
 - Arrests where DCI has not received a fingerprint card from sheriff or police departments
 - Arrests where DCI does not receive a disposition of the case within 4 years of the arrest
 - Minor traffic charges
 - Arrests with no conviction the case was dismissed or an acquittal

Single Contact License & Background Check Sex Offender Registry

- Application is the same as the one you can find as public information on the website http://www.iowasexoffender.org/
- This is more complete
- If possible match is found, the same type of fax request is sent as for criminal history

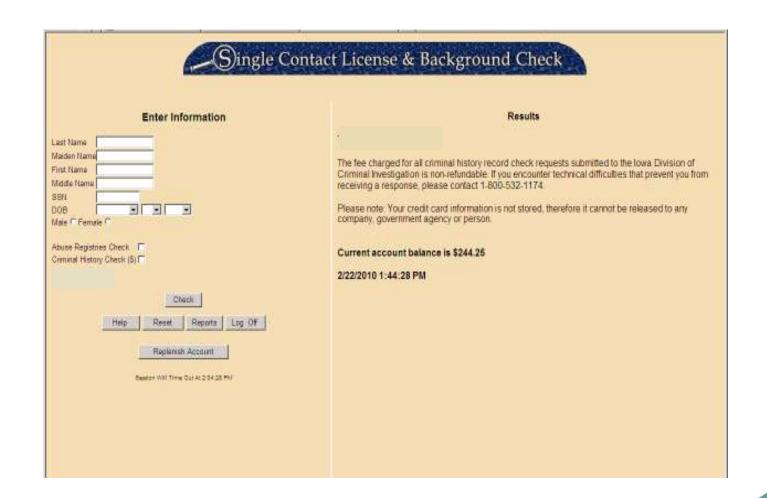
Single Contact License & Background Check Child Abuse Registry

- Access to this registry in the same search as other data bases
- Match is done with last name, first name and date of birth
- If possible match is found, you will need to forward a request to DHS for evaluation

Signing on to Repository



Input Screen



Results with nothing found



Results with possible match



How to get Set up.

- Forms will be available at DHS website
- Complete forms and return to Nancy at DAS as directed on the form
- Forms include
 - *Request for Access/Billing Account
 - *Memorandum of Understanding
 - *Non-redissemination Agreement



IOWA Single Contact Repository Request For Access/Billing Account



Name:			
(Organization)			
Contact Person:			
Email Address:			
Address: Street			
City, State Zip			
Phone Number:			
(Area code first)			
Fax Number:			
(Area code first)			
Billing	Account request through the Division of Criminal Investigation:		
	We are submitting a \$200 (minimum) check, payable to Iowa Division of Criminal Investigation, to establish a pre-paid account and will replenish the account as necessary Checks should be mailed to: Division of Criminal Investigation, Attn. Jaime Fisher, 215 E. 7 th Street, Des Moines IA 50319 along with a copy of this form.		
	We opt to establish an account using a credit card (MasterCard, Visa or Discover only) Our agency will submit a \$200 (minimum) credit card payment on SING to establish a pre-paid account and will replenish the account as necessary Our agency will provide a credit card number on SING each time a search is requested		
criminal history returned results:			
When doing your criminal history record checks on SING, if further research is required for an individual, the request goes into a queue where researches it further and sends the final result to the customer. Please choose how you would like the results returned to you:			
	FAX		
To be completed by ITE/DCI only			
ID	Group		
MOU on file / returned			
Accou	unt Number Payment Results		

Memorandum of Understanding (MOU)

As a condition of electronically accessing criminal history information from the Division of Criminal Investigation (DCI), our agency agrees to obtain a specific waiver from the subject of the record check before conducting a criminal history record inquiry. This waiver will clearly indicate that the subject grants our agency permission to conduct a state of lowa criminal history record check through the DCI. We agree to keep this waiver on file and to allow DCI personnel to view this waiver upon request. We understand that this waiver will allow our agency to receive any criminal history information maintained by the DCI as allowed under Chapter 692.2 of the lowa Code. We understand that without a signed waiver on file, there may be certain criminal history information that cannot be received by law.

AGENCY:		_
ACCOUNT#:		
Typed/Printed Name	of Authorized Agency Personnel	
Signature of Authoriz	ed Agency Personnel	

Date

Sex Offender Registry

 Dru Sjodin National Sex Offender Public Registry, coordinated by the Department of Justice, is a cooperative effort between the state agencies hosting public sexual offender registries and the federal government. This web site is a search tool allowing a user to submit a single national query to obtain information about sex offenders

http://www.nsopr.gov/